CENTRAL JERSEY COLLEGE PREP CHARTER-08006018 - Corrective Action Report (Detail)

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CENTRAL JERSEY COLLEGE PREP CHARTER-08006018	126	02/12/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 03:50 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ramona Rice 02/12/2023 07:32 PM The corrective action taken to ensure applications were signed were to send the applications home to the households and have them return them with a signature. In the instances where a social security number was missing, parents were called and verified their social security number. The date this was implemented was Jan 30th, 2023				
	Flagged by Dianne Kennedy 01/12/2023 02:39 PM Determining Official would input paper application into an electronic application system. The paper applications that were entered into the electronic application system by the DO would be incomplete and missing signatures and last four digit of the SSN. Also, the electronic applications are incorrectly determined and the adult that completed the electronic application would not be included as a household member. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors. It is recommended that staff responsible for the determination of applications view the recorded Determining Official webinar available under the Training tab in SNEARS. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CENTRAL JERSEY COLLEGE PREP CHARTER-08006018	127	02/12/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/17/2023 02:06 PM CAP Accepted Corrective Action Plan: Submitted by Ramona Rice 03/14/2023 05:39 PM A ticket had been created in the Genesis system , which is the online meal application households are using to apply for meals. They are working to resolve the issue. However changing the settings to default as the number "1" will take longer than expected. It my take another two weeks. They should have it remedied by the end of the month -March 31st, 2023. Genesis was contacted February 1st and a follow up was made on March 9th, 2023 Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 03:29 PM Please indicate the date that IT was able to correct the determination with 0 household members. Corrective Action Plan: Submitted by Ramona Rice 02/12/2023 07:32 PM The electronic application would determine household with zero household members. The guidelines are able to calculate a household with zero household members. This entry of zero students in the household does not accurately reflect how many students within a household attend a school-and applying for and submitting a meal application. As a result households were able to enter the number zero -on an application and receive free meals, which is inaccurate. The corrective action taken was to submit a ticket to the online to the IT department of the Genesis system and ask them to reset the minimum number a household can enter and update it from the number zero to the number one. The date the corrective action was taken was February 6th, 2023. Flagged by Dianne Kennedy 01/12/2023 02:36 PM The electronic application would determine household with zero household members. The guidelines does not have any way to calculate a household with zero household members. The SFA must use the current Income Eligibility Guidelines to process applications for free and reduced price meal benefits. Contact the Genesis Software and provide them the correct eligibility guidelines. Any applications that were not reviewed by the state agency reviewer must be re-determined by the SFA. If incorrectly determined applications are found, students must be assigned to the correct category. Households must be notified of the eligibility change using the "Letter of Audit Results" (Form #255). Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	CENTRAL JERSEY COLLEGE PREP CHARTER-08006018	137		CAP Removed
Corrective Action History	Corrective Action Plan: Removed by Dianne Kennedy 01/11/2023 10:10 PM CAP Removed Flagged by Dianne Kennedy 01/11/2023 10:04 PM An electronic application was determined free however, the household declined to apply. The DO processed the application as free even though the household declined to apply. Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	CENTRAL JERSEY COLLEGE PREP CHARTER-08006018	209	02/12/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 03/17/2023 02:06 PM CAP Accepted Corrective Action Plan: Submitted by Ramona Rice 03/14/2023 05:59 PM Households were called so they can verify their income for verification. Families were encouraged to bring in W2 Forms, Unemployment determination letters, and the prior years tax returns. Parents came to the school to show proof of income. The date of the correction was March 3rd, 2023. Corrective Action Plan: Rejected by Dianne Kennedy 02/24/2023 03:45 PM The household was missing income for verification. Please request the missing income the household was missing for verification. Indicate the date of correction. Corrective Action Plan: Submitted by Ramona Rice 02/12/2023 07:33 PM Upon reviewing the applications, households did not include all adult members on the application. For example adult members were signing the meal application but did not include themselves as members of the household on that particular section of the meal application. The corrective action taken was to update all meal applications to include all adult household members to reflect how many people actually live in the home. As a result applications who were considered reduced were now eligible for free meals. The date this corrective action was implemented was Jan 30th, 2023 Flagged by Dianne Kennedy 01/12/2023 02:38 PM The SFA did not have all the adult members income when they completed the verification. The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Revenue From Non-Program Foods	Revenue from Nonprogram Foods (Off-Site Assessment Tool) (710H)	CENTRAL JERSEY COLLEGE PREP CHARTER-08006018	709	09/27/2023	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Lisa Garland 10/04/2023 10:08 AM CAP Accepted				
	Corrective Action Plan: Submitted by Fiona Daubon 09/28/2023 02:23 PM At the next board meeting, the Board of Trustees will be asked to approve a transfer from the general operating account to the enterprise account to provide the additional revenue needed to comply. **Date of Implementation:** 10/17/2023 **Person responsible for implementation:** Mr. Matt Anar (Business Administrator)				
	Flagged by Lisa Garland 09/20/2023 02:39 PM FINDING: Non-Program Food Revenue Tool. Revenues from the sales of non-program foods are insufficient to cover the costs of those non-program foods in the school food service account. Therefore, in-compliant per 7 CFR 210.14(f) Additional Revenue needed to comply Please submit a required Corrective Action Plan Thank You				
Professional Standards	Professional Standards (On-Site Assessment Tool)	CENTRAL JERSEY COLLEGE PREP CHARTER-08006018	1219	02/12/2023	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Dianne Kennedy 02/24/2023 03:42 PM CAP Accepted				
	Corrective Action Plan: Submitted by Ramona Rice 02/12/2023 07:34 PM The corrective action taken in order to stay abreast of the current rules and regulations regarding the NJ Dept of Agriculture and meal applications was to watch the trainings and online webinars that include but are not limited to PEBT, Verification Direct Certification Civil Rights and the Administrative Review training. This was implemented Feb 6th,2023. In addition all persons within the Business Office who are responsible for meal applications will watch the same training so they are able to obtain their mandated 6 hours of training before the end of the academic school year. This has been implemented on February 6th ,2023 as well.				
	Flagged by Dianne Kennedy 01/12/2023 02:39 PM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..				

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Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged